



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

**JOB TITLE:** Deputy Director

**MINISTRY:** Public Safety & Utilities

**DEPARTMENT:** Rehabilitation & Community Services

**LOCATION:** Providenciales

### **JOB SUMMARY:**

The Deputy Director provides executive leadership, operational oversight, and strategic support to the Director in advancing the mandate of the Department of Rehabilitation and Community Supervision (DRCS). The post holder serves as the principal internal leader responsible for supervising unit managers and ensuring coordinated, high-quality service delivery across all areas, including probation, parole, rehabilitation, electronic monitoring, juvenile prevention, juvenile facility, case management, and reintegration services. The Deputy Director oversees day-to-day operations, strengthens management accountability, ensures consistency in evidence-based practices, monitors performance, and drives continuous improvement to support public safety and rehabilitation outcomes. The post holder also acts on behalf of the Director as required and ensures continuity of leadership and effective execution of departmental priorities.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Support the Director in executing DRCS Strategic Plan and achieving annual departmental objectives.
- Provide overall operational oversight of the Department, ensuring effective, efficient, and consistent service delivery across all units.
- Supervise unit managers, ensuring strong leadership, accountability, and alignment with departmental priorities, standards, and performance expectations.
- Monitor performance across all service areas, ensuring compliance with policies, procedures, and evidence-based practices.
- Strengthen management systems, internal processes, and quality assurance frameworks to improve service delivery and outcomes.
- Lead the implementation of departmental plans, projects, and key initiatives, ensuring timely and effective execution.





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- Identify operational challenges, risks, and service gaps, and implement solutions to enhance efficiency, effectiveness, and public safety.
- Provide oversight of high-risk cases, critical incidents, and risk management systems to ensure appropriate and timely responses.
- Use data, performance metrics, and outcome measures to inform decision-making and drive continuous improvement.
- Ensure the Department maintains a high level of audit readiness, including file quality, documentation standards, and compliance with policies and legislation.
- Promote integration and coordination across all service areas to ensure a cohesive and effective system of supervision and rehabilitation.
- Support the development, review, and implementation of policies, procedures, and operational standards.
- Foster a high-performing organizational culture focused on professionalism, accountability, collaboration, and continuous improvement.
- Coordinate effective communication and collaboration across units and with key stakeholders.
- Support oversight of resources, including staffing, budgets, and operational needs, to ensure efficient and effective utilization.
- Act on behalf of the Director as required, exercising delegated authority to ensure continuity of leadership and departmental operations.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree in Criminal Justice, Criminology, Psychology, Social Work, Public Administration, Law, or a related field. A Master's degree would be a distinctive advantage.
- Minimum of 8–10 years experience in probation, parole, corrections, rehabilitation, social services, or a related public safety field.
- At least 5 years in a senior management or leadership role, with direct responsibility for leading multidisciplinary teams.
- Demonstrated experience in operational management, programme implementation, and performance oversight.
- Strong experience in policy development, systems implementation, and organizational improvement.
- Proven ability to lead teams, manage complex operations, and drive accountability and results.





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- Sound knowledge of evidence-based practices in offender management, rehabilitation, and risk assessment.

**SALARY: Grade 9.1 - \$75,363.00 per annum**

## **APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**"We thank all applicants for their interest, however, only persons selected for an interview will be contacted".**

